

# Zoning Code Rewrite Project

## Structuring the Organization and Process



March 10, 2009

### **STRUCTURE AND ORGANIZATION OF THE ZONING CODE REWRITE:**

Attached is a Process Diagram that shows how the Zoning Code Rewrite will be structured and managed. To guide the process of rewriting the Land Development Code (LDC), a Management Team and staff Technical Advisory Group (TAG) will be established. Citizens will be invited to participate in the project through Focus Groups, existing Boards, commissions and Committees, and a Citizen Advisory Group (CAG). Public meetings (workshops) as well as work sessions and public hearings with various Commissions and the City Council will also provide an opportunity for more formal citizen participation and engagement. Details on the structure and organization of the Zoning Code Rewrite follow:

#### **1. Management Team:**

The Management Team is an oversight committee composed of senior City staff and a city councilor appointed by the City Manager. The purpose of the Management Team is to act as a sounding board for all issues that may affect the Zoning Code Rewrite, including for example;

- Ensuring that the project stays on track, on budget, and on schedule;
- Problem solving;
- Review of potential legal issues (including Prop 207);
- Oversight of coordination with the Regional Plan; and,
- Resolution of disputes.

The Management Team will meet at least quarterly or more frequently as needed. These meetings will not be open to the public. Quarterly updates will be presented to the City Council and Planning and Zoning Commission by Roger Eastman.

The Management Team will be composed of the following individuals;

City councilor	[Appointment by the City Manager – Scott Overton]
Deputy City Manager	Ben Fisk
Community Development Director	Mark Landsiedel
Planning Director	Jim Cronk
City Attorney	Patricia Boomsma
Zoning Code Administrator	Roger Eastman

#### **2. Technical Advisory Group (TAG):**

The TAG consists of professional staff from the City of Flagstaff who will work together in different capacities based on their level of participation/interest in the Zoning Code Rewrite. The TAG consists of three related groups of participants:

- **Core Team:**

The Core Team will meet weekly or bi-weekly as necessary and will be required to have a high degree of participation in all aspects of the Zoning Code Rewrite including decision making on the new code's structure, code writing and review, the design charrette and form-based code component, etc. This team will assist the Project Manager to manage the process for rewriting the LDC as well as the content of the new code. The Core Team will also keep current with any new bills or legislative acts that may have an impact on the Zoning Code Rewrite.

The Core Team will consist of:

- |                             |   |
|-----------------------------|---|
| ○ Zoning Code Administrator | Roger Eastman (Chair and project manager) |
| ○ Current Planning Manager  | Mark Sawyers                              |
| ○ Comprehensive Planner     | Bob Caravona                              |
| ○ City Attorney's office    | Patricia Boomsma                          |
| ○ Current Planning Program  | Neil Gullickson                           |
| ○ Assistant City Engineer   | Chris Darnell                             |
| ○ Planning Director         | Jim Cronk                                 |
| ○ City Architect            | Karl Eberhard                             |

- **Review Team:**

The Review Team is composed of the remaining staff from the Project Management Program who will assist the Core Team with the review of ordinance drafts, provide suggestions on detailed code language, and will participate in the design charrette and micro-scale documentation (synoptic survey for the form-based code). The Review Team will meet with the Core Team as necessary throughout the duration of the Zoning Code Rewrite project.

Also, when needed, some members of the Review Team from the Current Planning Program may provide assistance to the Project Manager by scheduling meetings, coordinating meetings, participating in Focus Group meetings, updating the web site, etc.

The Review Team will consist of:

- |                    |                |
|--------------------|----------------|
| ○ Current Planning | Elaine Averitt |
| ○ Current Planning | Vince Knaggs   |
| ○ Current Planning | Darrell Barker |

- **Specialist Team:**

The Specialist Team is comprised of all the staff technical specialists from Sections and Programs within the City who may have an interest and a stake in the Zoning Code Rewrite project. As their area of expertise is frequently limited to a specific topic or area of interest, members of the Specialist Team will not have as much involvement in the Zoning Code Rewrite as other TAG members unless they choose to do so. The Specialist Team members will meet with the

TAG as necessary to review proposed amendments specific to their area of interest.

Members of the Specialist Team will also work closely with Focus Groups or Commissions associated with their particular area of interest. As noted in the discussion on Focus Groups below, it is important that members of the Specialist Team should not just stay involved in the Focus Group of particular significance or interest to them so that a diverse representation of interests and perspectives within each Focus Group can be created.

A list of Focus Groups is provided below with the name of the staff technical specialist primarily associated with that group.

<b>FOCUS GROUP NAME:</b>	<b>STAFF SPECIALISTS:</b>
City Architect (Design guidelines)	Karl Eberhard
Housing	Erika Mazza
Building and Fire Code	Edwin Larsen/Paul Stein*
Fire – Wildland/tree issues	Mark Shiery
Neighborhood Planning	Kim Sharp
Downtown *	Kim Sharp/Becky Daggett**
Economic Development/Business/ Real Estate	Becky Daggett
Landscaping	Elaine Averitt/Ellen Ryan/Roger E. Eastman
Resource Preservation – Trees/slopes floodplains/	Vince Knaggs/Mark Sawyers
Exterior Lighting	Roger E. Eastman
Process and Procedures	Vince Knaggs/Mark Sawyers

\* - Only fire inspectors (i.e. no citizens) to sit on this Focus Group to represent the Fire Code.

\*\* - Ensure that businesses from both sides of the tracks are represented, i.e. north and south Downtown.

<b>COMMISSION NAME:</b>	<b>STAFF SPECIALISTS:</b>
Historic Preservation	Karl Eberhard
Parks and Recreation	Elizabeth Neumayer
Open Space	Brian Grube
Water	Malcolm Alter/Randy Pellatz
Sustainability	Nicole Woodman
Traffic/Multi-Modal/Engineering	Jeff Bauman/Martin Ince/ Chris Darnell
Disability Awareness Commission	Jim Wine

Some issues may not need extensive public involvement and thus only internal staff teams could be formed to work on them. This includes:

Code Enforcement                      Chuck Ley/Jessica Cortes

- **Others:**

As necessary throughout the project, staff members from other Divisions or Sections will need to participate in the Zoning Code Rewrite. They may attend any Focus Group meetings in which they have an interest, and they will be invited to Focus Group, Citizen Advisory Group (CAG), or TAG Core Team meetings if it is determined that their participation is needed.

This includes staff from:

- |                        |                    |
|------------------------|--------------------|
| ○ Police               | Lt. Musselman      |
| ○ Magistrates Court    | Jessica Cortes     |
| ○ SEM Enforcement      | Bob Hoffa          |
| ○ Public Works         | Eric Solberg       |
| ○ Parks and Recreation | Elizabeth Neumayer |
| ○ City Clerk's Office  | Margie Brown       |
| ○ Brownfields Program  | April Arroyo       |
| ○ Utilities            | Ryan Roberts       |
| ○ Capital Improvements | Daryl Melvin       |
| ○ FMPO                 | David Wessel       |

Individuals from other organizations will also be invited to participate in the Zoning Code Rewrite process by participating in discussions with the Focus Groups, CAG or TAG on an as-needed basis. This includes:

- Northern Arizona University (especially during the charrette process)
- State Land Department (Important to ensure they are fully involved)
- US Forest Service
- ADOT
- Flagstaff Unified School District
- BNSF Railway
- Other?

### 3. **Citizen Advisory Group (CAG):**

The Citizen Advisory Group (CAG) is made up of the elected chairpersons from each of the Focus Groups. CAG members must be either City residents or property owners within the City if they live outside the City limits. Roger Eastman will attend all CAG meetings as a City staff representative of the Management Team and TAG Core Team. Members of the CAG will appoint their own chairperson.

The purpose of the CAG is as follows:

- Provide an additional opportunity for public engagement in the Zoning Code Rewrite
- Provide a forum for coordination between the Focus Groups
- Participate in review of draft sections of the new zoning code
- Participate in the micro-scale documentation and the charrette for the areas of the City where a form-based code may be applied.

Meetings of the CAG will be open to the public. Meetings of the CAG will be subject to the Open Meeting Law, and thus their meetings will be posted in the City's official public noticing locations, on the City website, and elsewhere in the City so that the

public can be informed of the meeting and has a chance to attend. Action minutes will also be maintained so that all important decisions can be recorded. Minutes will be posted on the City website and kept on file for public review. The CAG will not form sub-committees.

#### **4. Focus Groups:**

A number of Focus Groups are proposed as a way of involving the general public and citizen experts in the Zoning Code Rewrite. Focus Groups will be formed for specific areas of interest such as housing, resource preservation, lighting issues, etc. for which there is not already an official City Commission, Committee or Board. (Refer to the comprehensive list provided above).

Members of the Focus Groups will not be appointed by the City Council – they are informal citizen groups formed to focus on a specific area of interest and to provide direction, comment and ideas to the TAG and consultant during the Zoning Code Rewrite. They will be outcome focused with a strong emphasis on general issues rather than getting into the details of technical code review. Their primary role will therefore be to identify and frame the issues, and to rationalize why an amendment is needed. Their membership will be as diverse as possible (members of the Focus Groups need not be City residents) and that each group include citizens with a range of related interests as well as City staff representing a diverse range of expertise. A matrix showing the relationship and possible interaction between Focus Groups and existing Commissions is attached.

From a core group of perhaps 6-10 citizens who agree to regular attendance at Focus Group meetings for as long as necessary and who constitute the principal members of the Focus Group, a chairperson will be selected who will serve on the CAG. However, any citizen serving on the Regional Plan 2012 Citizen Advisory Committee may not be appointed to the CAG, but they may be a member of the Focus Group and participate in Focus Group meetings.

Focus Group meetings will be open to the public and anyone may attend. While not technically required by the Open Meeting Law, all Focus Group meetings will be posted in the City's official public noticing locations, on the City website, and elsewhere in the City so that the public can be informed of the meeting and has a chance to attend. Action minutes will also be maintained so that all important decisions can be recorded. Minutes will be posted on the City website and kept on file for public review.